

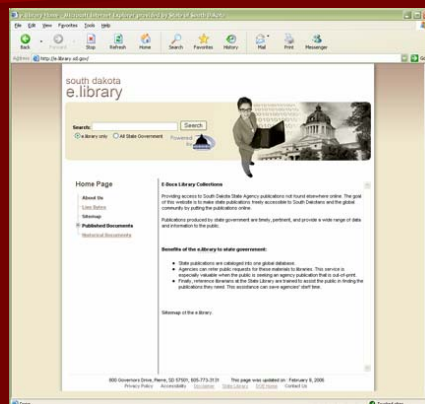
Life of a Document

Getting the Document to the Public

Wynne Nafus Sayer
South Dakota State Library

www.sdstatelibrary.com/stateemployee/digitalcollections

I have my PDF File... Now what?



- Embed your Metadata
- Enhancing your PDFs
- Publish PDF online

- **Compile data about the document**
- **Refrain from using any special characters like "&"**.
- **Use the Metadata Generator**
(home.sodaklive.com/metagen)
- **Check your Email**

The screenshot shows a web browser window with the address bar displaying "http://www.sodaklive.org". The page title is "SoDakLIVE: Land of Infinite Variety, Electronics". The navigation menu includes links for Home, Search, Features, History, and About. The main content area is titled "SoDakLIVE Land of Infinite Variety, Electronics" and features a large image of a circuit board. Below the image, there is a section titled "SoDakLIVE's Metadata Generator" with a description of its purpose and a form for generating metadata. The form includes fields for Title, Description, Subjects, Date of Publication, Date of Last Modification, and Publication Format, along with checkboxes for Print Only, Web Only, and Both Print and Web Only. A "Generate" button is at the bottom right.

SoDakLIVE's Metadata Generator

This form is designed to add titles of SoDakLIVE estimators in creating metadata for the better documents. Through the use of appropriate information, your online documents will be more accessible and easier to find.

But not as many fields as you can, but please note that you must **submit your email address** for the form to function properly.

For more information on data documents, please click for: [State and Federal Government Publication Explanations](#) or [contact the State Library](#).

About the Publication

Title of Publication:

Description:

Subjects:

Use commas to separate words/phrases

Date of Publication: [Select Date](#)

Date of Last Modification: [Select Date](#)

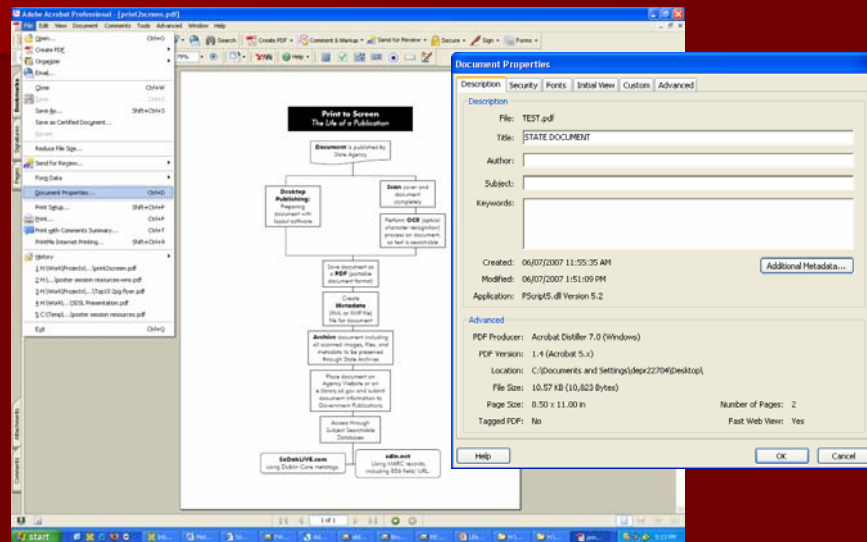
Publication Format: ☐ Print Only ☐ Web Only (pdf file or html format) ☐ Both Print and Web Only

If online, give

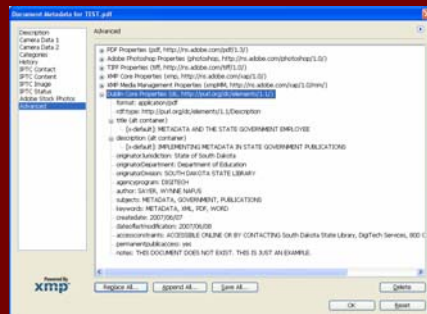
- **The Metadata Generator will email your submission to the address you provided**
- **You will need to open Notepad**
- **Copy and Paste the text from "<?xml" to "<?RDF>" from your email to Notepad**
- **Save as ".XML"**

[illegible]

Embedding Metadata



Embedded Metadata

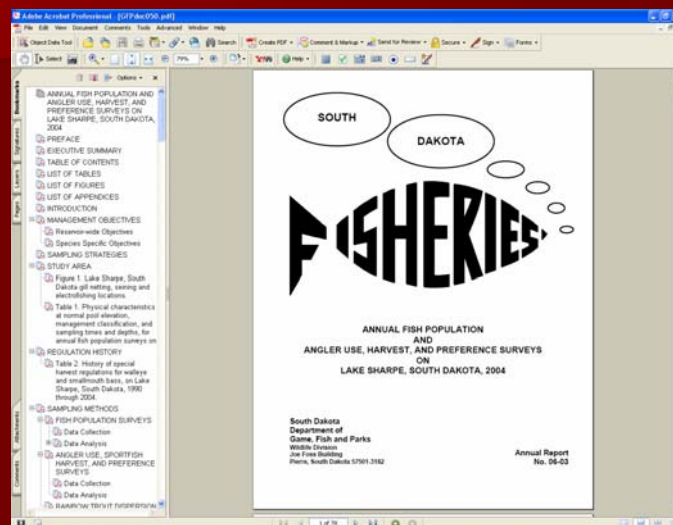


- **"File"> "Document Properties"**
- **"Additional Metadata"**
- **Select "Advanced" in Left Panel**
- **"Replace" and browse to .XML document you created from email. You may need to change the File Type to *.*"**

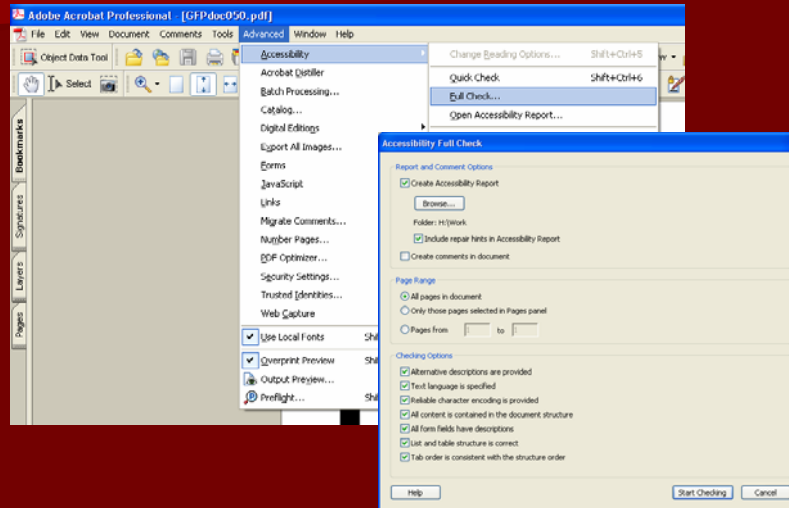
Enhancing your PDF

- **Should you add Bookmarks?**
 - How long is your document?
 - Will readers be scanning for a particular segment of your document?
- **Is your document fully accessible?**
 - Will visually impaired users be able to read your document?
 - Do images have text descriptions?

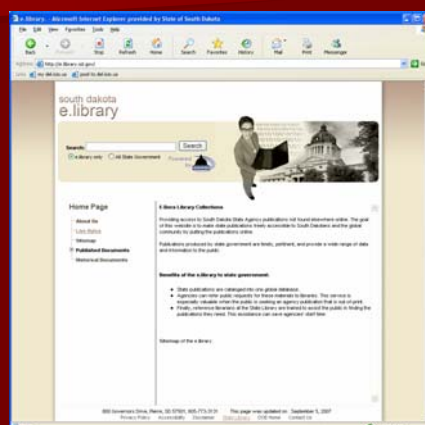
Enhancing your PDF



Enhancing your PDF



Publish Online



- **E.library or your agency website**
- **How can users find this new document?**
 - **Do you have a publication or documents section?**
 - **Plot the roadmap from the home page to your document.**

Life of a Document

Contact Information:

Wynne Nafus Sayer
Information Officer/ Web Master
South Dakota State Library
Wynne.Sayer@state.sd.us
605-773-2704

www.sdstatelibrary.com/stateemployee/digitalcollections